



Check List for Overseas Higher Education Providers with Non – Degree Awarding Powers (Non – DAPs)

All Education Providers are required to attach one copy of this completed check list for each collaborative arrangement along with their Review Application form and all evidence mentioned in this check list.

Area	Confirmed and can be seen at Visit	Documentary References	Remarks
Premises and Health and Safety			
Copy of the Government Business registration Certificate			
Sketch of floor plans			
Health and Safety Policy			
Qualified First Aider and Fire Marshall Details			
Copy of Lease Agreement for the period of Cohort of studies / Proof of Ownership			
Stake Holder Relationship with Local and Overseas HE Partners (if any)			

Management and Governance			
Organisation structure with names and designations of all academic and non Academic staff			
Committees /Boards Terms of References			
Recent Committee SMT (Senior Management Team)Meeting minutes (if available)			
Student Recruitment and Admissions			
Current Marketing Materials			
Admissions Policy and procedure			
Proof of Students Language Skills assessment if any			
Student Engagement			
Student Application and Enrolment Form			
Attendance Policy			
Students Complaints Policy and procedure			
Appeal Policy			

Resources			
Physical Learning Resources (Library and Computer Labs)			
Teaching staff Recruitment Policy Procedures (if available)			
Annual Monitoring			
Most recent Awarding Body External Verification reports			
Periodic Academic Review / Won evaluation			
Managing HE Provisions			
Provide Whole UG and PG programme Specification with full units syllabus if you are not providing UK non - Ofqual Registered programmes			
Brief Company Profile / Prospectus for 2016/17 AY			